

Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Chief, Operations School



DATE: 11 July 1956

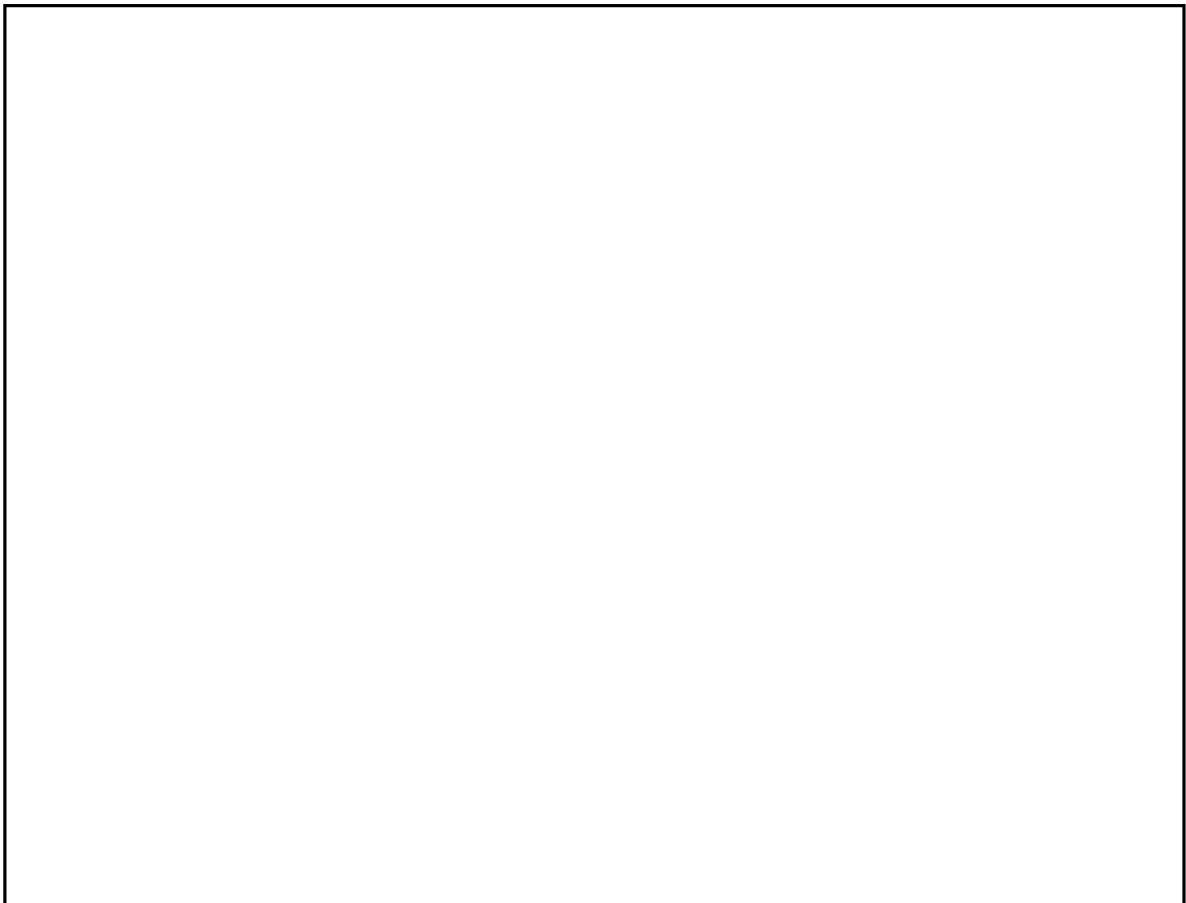
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FROM : AO/OS

SUBJECT: Weekly Activity Report #28

A. SIGNIFICANT ITEMS:

None

B. OTHER ITEMS:A large rectangular box, likely a redaction or placeholder for a detailed report or list of items.

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5. ADMINISTRATIVE:

a. [] assigned to AO/OS for the summer, is continuing under staff guidance the preparation of a ready reference file, including all Headquarters lesson plans and other documentary materials which AO/OS issues to DDP for use in overseas training programs. This documentary file is being integrated with the AO/OS index of all training materials which have been reviewed for potential overseas use. The index, initiated in September 1955, presents an appraisal of each document for overseas use, as

well as the origin of the document and a log showing dissemination outside OTR, DDP clearances for overseas use, and OTR or DDP stipulations governing overseas use.

25X1 b. [] is working full time on producing a Spanish translation of the Glossary of Intelligence Terminology (sanitized version).



e. A report is being prepared covering the first six months of 1956, showing the assistance and materials furnished by the Overseas Branch to the DDP complex during the period.



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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans & Policy Staff/TR

DATE: 27 June 1956

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report #26

I. SIGNIFICANT ITEMS - None

II. OTHER ITEMS:

A.

1. Annual Audit Report - An interim report on recommended action to be taken by OTR was submitted to Chief, Audit Staff. CO/ISO has since reported that action on all recommendations has now been completed. A final report will be made to Chief, Audit Staff by 29 June.

C. Training Film Project - Denominations of currency were obtained by BFO/TR and loaned to FPB for use in the training film scheduled for production 9 July 1956.

D. Time & Attendance Reports - XO/TR will announce at the next Senior Staff Meeting that all Time and Attendance Reports will continue to be submitted on the basis of the OTR organizational pattern in effect immediately prior to recent organizational changes. Reconciliation of these changes will be made effective the date of official personnel actions incorporating the changes.

JOB NO. BOX NO. FLD NO. DOC. NO. 8 NO CHANGE
 IN CLASS/ DECLASS/ CLASS CHANGED TO: TS SECRET JUST. 22
 NEXT REV DATE 9 REV DATE 12-7-56 REVIEW TYPE DOC. 02
 NO. PGS 15 CREATION DATE ORG COMP ORG CLASS 5
 REV CLASS 6 REV COORD. AUTH: HR 70-3

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E. EOD Briefing - One JOT and several "summer only" employees were briefed by the Personnel Section prior to entering-on-duty.

F. Registrar's Office:

1. The report on External Training received by CIA employees separated during May was forwarded to the DTR on 20 June.
2. The Registrar has received a revised schedule of Area Courses. Changes will be announced in the next issue of the OTR Bulletin. Catalogue holders should adjust their long-term schedule to reflect these changes.
3. [] Machine Records Division, visited the Registration Section on 22 June to discuss the contemplated revision of the filing system. No action will be taken at this time. The proposal will be discussed again at a future date.

G. Final Headquarters Briefing - The Processing Section has forwarded a draft revision of the Final Headquarters Briefing for students to interested components within OTR for comment. This is the second of the three [] briefings currently being revised.

H.

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I. Near East Summer Seminar - The three Agency employees participating in the Near East Summer Seminar have completed the first phase of the program and will depart for the overseas phase on Wednesday, 27 June.

J.

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K. External Training - During the past week, the Processing Section

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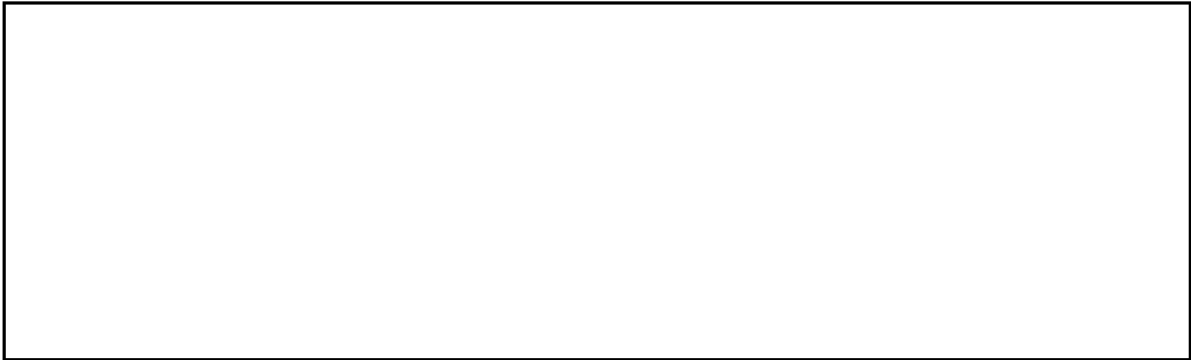
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L. Personnel Items:



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